

Nimitz Library - Chicago Style Guide

This guide is based on The Chicago Manual of Style, 15th edition, available in the Nimitz Library ready reference and general collections (call number: **Ready Ref Z253.U69 2003**) and A Manual for Writers of Term Papers, Theses, and Dissertations, 6th edition, also available in the Library's ready reference and general collections (call number: **Ready Ref LB2369.T8 1996**). The guide below only lists the most commonly cited print and electronic sources. Consult The Chicago Manual of Style or Turabian's Manual for Writers for examples of how to cite other types of sources.

Your instructor may prefer alternative citation forms. Be sure that you know your instructor's preferences.

General Rules for Chicago Style

- A **bibliography** is an alphabetical list at the end of your research paper, usually arranged by author's last name. (In the absence of an author, arrange by title.) It shows the reader what books, articles, and other material you consulted in the preparation of your paper. It provides full publishing information about these sources.
- When these items are referenced in the body of the paper, either the **endnote** or **footnote** format is used to show the reader the source upon which you are relying for a particular statement or quotation.
- Both footnotes and endnotes are numerically arranged. **Footnotes** are placed at the bottom of any page of text containing the information referenced. **Endnotes** are listed on one or more separate pages at the end of the paper.
- The first time you cite a particular source in a **footnote** or **endnote**, provide full publishing information and also the page number(s) where the cited information may be found. Later references to the same source should provide only the author's last name and the pertinent page number(s); in the absence of an author's name, use the title.
- The examples below illustrate these and other principles. These examples are based on the Source citation system and not the Author-Date system.

Print Source Examples:

NOTE how in these and in subsequent examples the **bibliography** entries begin at the left-hand margin, and subsequent lines are indented. Conversely, the **footnotes** and **endnotes** are indented in the first line, but not in subsequent lines.

BOOK (SINGLE AUTHOR)

- | | |
|-----------------------------|---|
| Bibliography: | Frantzich, Stephen E. <i>Cyberage Politics 101: Mobility, Technology, and Democracy</i> . New York: Peter Lang, 2002. |
| Footnote or endnote: | 5. Stephen E. Frantzich, <i>Cyberage Politics 101: Mobility, Technology, and Democracy</i> (New York: Peter Lang, 2002), 151. |
| Subsequent notes: | 9. Frantzich, <i>Cyberage Politics 101</i> , 99. |

BOOK (TWO TO THREE AUTHORS)

- Bibliography:** Cochran, Charles L., and Eloise F. Malone. *Public Policy: Perspectives and Choices*. New York: McGraw-Hill, 1995.
- Footnote or endnote:** 12. Charles L. Cochran and Eloise F. Malone, *Public Policy: Perspectives and Choices* (New York: McGraw-Hill, 1995), 325-327.
- Subsequent notes:** 15. Cochran and Malone, *Public Policy*, 225.

BOOK (CORPORATE OR ORGANIZATION AUTHOR)

- Bibliography:** Institute of Marine Engineers. *21st Century Cruise Ship: Conference Proceedings [London, 15-16 April 1999]*. London: Institute of Marine Engineers, 1999.
- Footnote or endnote:** 5. Institute of Marine Engineers, *21st Century Cruise Ship: Conference Proceedings [London, 15-16 April 1999]* (London: Institute of Marine Engineers, 1999), 30.
- Subsequent notes:** 10. Institute of Marine Engineers, *21st Century Cruise Ship*, 40.

BOOK CHAPTER

[NOTE that for book chapters and all kinds of articles, the exact page number(s) should be included in the **footnote or endnote**. The **bibliography** entry should include the page range for the complete chapter or article.]

- Bibliography:** Mattox, Gale A. "The United States: Stability through Engagement and Enlargement." *Enlarging NATO: The National Debates*, edited by Gale A. Mattox and Arthur R. Rachwald, 15-33. Boulder, CO: Lynne Rienner Publishers, 2001.
- Footnote or endnote:** 8. Gale A. Mattox, "The United States: Stability through Engagement and Enlargement," in *Enlarging NATO: The National Debates*, ed. Gale A. Mattox and Arthur R. Rachwald, 15-33 (Boulder, CO: Lynne Rienner Publishers, 2001).
- Subsequent notes:** 12. Mattox, *Enlarging NATO*, 15-33.

ENCYCLOPEDIA ARTICLE

[Note: Generally well-known reference books are not listed in bibliographies; however, when they are cited in notes, the publication facts are usually omitted except that the edition, if not the first, must be specified. Cite the item, not the volume or page number, with the term s.v. (sub verbo, which means "under the word").]

- Footnote or endnote:** 1. *New Encyclopedia Britannica*, 15th ed., s.v. "United States Naval Academy."

GOVERNMENT ARTICLE

- Bibliography:** U.S. General Accounting Office. *DOD Service Academies: Improved Cost and Performance Monitoring Needed: Report to Congressional Requesters*. Washington, DC: U.S. GAO, 1991.

GOVERNMENT ARTICLE, Cont'd

Footnote or endnote: 7. General Accounting Office, *DOD Service Academies: Improved Cost and Performance Monitoring Needed: Report to Congressional Requesters* (Washington, DC: GAO, 1991), 51.

Subsequent notes: 10. GAO, *DOD Service Academies*, 67.

JOURNAL ARTICLE (ONE AUTHOR)

Bibliography: McCoskey, Suzanne K. "Convergence in Sub-Saharan Africa: A Nonstationary Panel Data Approach." *Applied Economics* 34 (2002): 819-829.

Footnote or endnote: 19. Suzanne K. McCoskey, "Convergence in Sub-Saharan Africa: A Nonstationary Panel Data Approach." *Applied Economics* 34 (2002): 822.

Subsequent notes: 25. McCoskey, *Applied Economics*, 827.

MAGAZINE ARTICLE

Bibliography: Wrage, Stephen. "When War Isn't Hell: A Cautionary Tale." *Current History*, January 2003, 32-36.

Footnote or endnote: 4. Stephen Wrage, "When War Isn't Hell: A Cautionary Tale," *Current History*, January 2003, 32.

Subsequent notes: 8. Wrage, *Current History*, 35.

NEWSPAPER ARTICLE

Bibliography: Towhey, Jessica R. "Seminar to Teach War Lessons." *The Capital*, March 30, 2003, Annapolis, MD, sec. D1.

Footnote or endnote: 20. Jessica R. Towhey, "Seminar to Teach War Lessons," *The Capital* (Annapolis, MD), March 30, 2003, sec. D1.

Subsequent notes: 22. Towhey, *The Capital*, sec. D1.

Electronic Source Examples

Tips for Citing Electronic Sources

- In general, one needs the following information (if available/applicable) to cite an **electronic source**:
 - Author's full name
 - Title of document, in quotation marks
 - Title of complete work (if relevant), in italics
 - Date of publication or last revision
 - Date of access, in parentheses, for especially time-sensitive information, such as medical or legal issues

- Text division (if applicable) when there are no page numbers in the electronic version. If there are internal divisions (ex. Introduction), then use them to indicate where the cited material can be found.

WEBSITE

- Bibliography:** Center for Responsive Politics. "Rebuilding Iraq – The Contractors." *OpenSecrets.org: Your Guide to the Money in U.S. Elections*, http://www.opensecrets.org/news/rebuilding_iraq/index.asp.
- Footnote or endnote:** 8. Center for Responsive Politics, "Rebuilding Iraq – The Contractors," *OpenSecrets.org: Your Guide to the Money in U.S. Elections*, http://www.opensecrets.org/news/rebuilding_iraq/index.asp.

JOURNAL ARTICLE FROM FULL-TEXT DATABASE

- Bibliography:** Quartararo, Anne T. "The Perils of Assimilation In Modern France: the Deaf Community, Social Status, and Educational Opportunity, 1815-1870." *Journal of Social History* 29 (Spring 1995): 5-23. <http://web5.epnet.com>.
- Footnote or endnote:** 3. Anne T. Quartararo, "The Perils of Assimilation In Modern France," *Journal of Social History* 29 (Spring 1995), <http://web5.epnet.com>.
- Subsequent notes:** 4. Quartararo, *Journal of Social History*, 20.

NEWSPAPER ARTICLE FROM FULL-TEXT DATABASE

- Bibliography:** Sabar, Ariel. "FDA Study of Mids Comes under Scrutiny." *Baltimore Sun*, April 9, 2003, <http://web.lexis-nexis.com>.
- Footnote or endnote:** 13. Ariel Sabar, "FDA Study of Mids Comes under Scrutiny," *Baltimore Sun*, April 9, 2003, <http://web.lexis-nexis.com>.
- Subsequent notes:** 15. Sabar, *Baltimore Sun*, 1B.

ARTICLE IN AN ONLINE PERIODICAL

- Bibliography:** Oyos, Matthew M. "Jimmy Carter and SALT II: The Path to Frustration." *American Diplomacy* (December 1996), www.unc.edu/depts/diplomat/AD_Issues/Amdipl_2/Oyos_1.html.
- Footnote or endnote:** 4. Matthew M. Oyos, "Jimmy Carter and SALT II: The Path to Frustration," *American Diplomacy* (December 1996), www.unc.edu/depts/diplomat/AD_Issues/Amdipl_2/Oyos_1.html.
- Subsequent notes:** 6. Oyos, "Jimmy Carter and SALT II".